



United States Department of the Interior

U.S. GEOLOGICAL SURVEY
Office of the Director
Reston, Virginia 20192

In Reply Refer To:
Mail Stop 602
#GS00000669

MAY 14 2010

Memorandum

To: All USGS Employees

From: Marcia McNutt
Director

Subject: U.S. Geological Survey Anti-Harassment Policy

The U.S. Geological Survey (USGS) is committed to creating and maintaining a work environment where all employees have a fair and equitable opportunity to succeed. Workplace harassment is a serious issue that prevents any organization from achieving this goal. It is the policy of the USGS that harassment or reprisal in any form will not be tolerated and will be addressed with appropriate disciplinary action.

Harassment

Harassment is defined as abusive behavior directed toward an individual or group because of race, national origin, sex (with or without sexual conduct), religion, color, age, disability, sexual orientation, genetic information, status as a parent, or in retaliation or reprisal. To meet the definition of harassment, the behavior must either result in a tangible employment action or be severe and pervasive enough to constitute an intimidating, hostile, or offensive work environment.

Examples of harassing behaviors include the following:

- verbal conduct — such as racially offensive comments or sexual epithets, foul language, unwanted sexual flirtations, ethnic jokes, derogatory statements or slurs;
- physical conduct — such as improper touching or assault; or
- visual harassment — such as racially or sexually explicit or derogatory posters, cartoons, or drawings, or obscene gestures.

Reprisal

Reprisal is any act of restraint, interference, coercion, or discrimination against any person who has opposed the unlawful practices governed by Equal Employment Opportunity (EEO) laws or because the person participated in the EEO process. The EEO process is critical to ensuring a workplace free of discrimination.

Applicability

This policy applies to all USGS employees and non-employees who may be assigned to perform duties in support of the USGS.

Allegations

You should report allegations of harassment to your immediate supervisor, another manager in your office, or your human resources office. You may also report allegations of discriminatory harassment by contacting the Office of Equal Opportunity or an EEO counselor at (703) 648-7770 or (866) 816-1106.

Violation of this policy is specifically prohibited and will result in disciplinary action up to and including removal.

Managers and supervisors should be especially aware that your leadership roles place you in a position where your behavior is particularly important to the work environment. Accordingly, in the event an incident of harassment is reported, or there is reason to believe harassment is occurring, your swift and appropriate action is required.

This policy will be posted in all human resources offices, the Office of Equal Opportunity, and on the USGS internal Web site as a way to communicate the USGS commitment to a workplace free from all forms of harassment. If you have any questions regarding either this policy or a specific situation related to this policy, please call the Office of Equal Opportunity or an EEO counselor at (703) 648-7770 or (866) 816-1106.